

**HERTFORDSHIRE COUNTY COUNCIL**

**GREENFIELDS PRIMARY SCHOOL**

Ellesborough Close, South Oxhey, Watford WD19 6QH

**MINUTES OF THE FULL GOVERNING BODY MEETING  
THURSDAY 18<sup>TH</sup> JANUARY 2018, 5.00PM**

Attendance:

**HEADTEACHER**

Helen Cook

**LOCAL AUTHORITY GOVERNOR (1):**

Emma Maitland-Gray, *Vice Chair*

**PARENT GOVERNORS (3):**

Nick Paul

Katie Tarrant

Jose Tamayo

**STAFF GOVERNORS (1):**

~~Kim May~~

**CO-OPTED GOVERNORS (4):**

~~Larry Bowerman~~

Michelle Cheetham

Carol Prior

David Ray, *Chair*

**ASSOCIATE MEMBERS (4):**

~~Kate Shockley~~

Debbie Hartley

*Vacancy*

**OBSERVERS:**

~~John Burt, Deputy Headteacher~~

~~Joanne Evans, Deputy Headteacher~~

Niall McManus

**CLERK:**

Liz Elgar

*Strikethrough denotes non-attendance*

**1. WELCOME / CONSIDER AND CONSENT TO ABSENCES**

**1.1 Welcome:** Niall McManus, Deputy Headteacher of Northwood School, was welcomed to the meeting.

**1.2 Apologies:** Apologies for absence were received and accepted from John Burt, Larry Bowerman, Kate Shockley and Kim May.

**2. DECLARATION BY GOVERNORS OF INTERESTS, PECUNIARY OR OTHERWISE, IN RESPECT OF ITEMS ON THE AGENDA**

*There were no declarations*

**3. MEMBERSHIP OF THE GOVERNING BODY**

**3.1 Niall McManus**

3.1.1 Niall expressed his interest both before and after the meeting to fill the vacant co-opted governor position. This will be put to the GB for approval at the next meeting.

3.1.2 Niall agreed to forward his contact telephone number and address to the clerk.

**ACTION: Niall McManus**

3.1.3 The GB was pleased to hear that Carol Prior had agreed to continue to provide her support in the capacity of an Associate Member.

#### **4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 22<sup>ND</sup> NOVEMBER 2017**

*The minutes were otherwise agreed to be an accurate record of the meeting and were signed by the Chair*

#### **5. MATTERS ARISING FROM THE ABOVE MINUTES**

*Emma Maitland-Gray arrived at this point*

**5.1 GDPR (Item 9.3):** The Chair reminded the governing body that the school would need to appoint a Data Protection Officer (*see also Item 10.1*).

#### **5.2 Reportback on Finance – Staffing (Item 10.1.4)**

5.2.1 The Headteacher reported that she was in the process of applying for additional funding for eight children with SEN, some of whom were expected to be given Education, Health and Care Plan (EHCPs) and was waiting for a visit from the Headteacher of a Special School regarding one child who has an EHCP.

5.2.2 The Headteacher agreed to report back on the status of the funding application after half-term, when she expected to know the outcome.

**ACTION: Headteacher**

**5.3 Fire protection (Item 11.4.2):** The Chair noted that his and John Burt's action to test the fire alarm system in the Nursery building and train the Nursery staff in its use remained a point for action.

**ACTION: Chair; John Burt**

**5.4 Post-meeting Addendum:** The Chair drew governors' attention to the Post-Meeting Addendum with list of policies reviewed and signed off by himself and Headteacher on 4<sup>th</sup> December 2017.

*The Governing Body noted that all other points for action had been either fulfilled or would be covered within the agenda of this meeting*

#### **6. TO RECEIVE THE HEADTEACHER'S VERBAL REPORT**

##### **6.1 Staffing**

6.1.1 The Headteacher reported that three new members of staff had started in January, all of whom were settling and working well.

6.1.2 The Headteacher added that one of the new members of staff had EAL expertise which they planned to develop further, which would be of great advantage to the school.

- 6.2 Website:** The Headteacher reported that that the website was currently being replaced in order to bring it up to date and make it more accessible, and would report back when it was ready to go live, which it was hoped would be by early February.  
**ACTION: Headteacher**
- 6.3 Staff Appraisal Status:** The Headteacher noted that her summary of the status of the staff appraisals remained a point for action.  
**ACTION: Headteacher**
- 6.4 SEF:** The Headteacher reported that she and John Burt were currently working on updating the SEF and would present it at the next GB meeting.  
**ACTION: Headteacher**
- 6.5 Governors' Action Plan**
- 6.5.1 The Headteacher introduced the Governors' Action Plan and circulated a hard copy of to all present.
- 6.5.2 The Governing Body agreed that the Governors' Action Plan would be reviewed at the next meeting on 14<sup>th</sup> March.  
**ACTION: Clerk [for agenda]**
- 6.6 Attendance**
- 6.6.1 The Headteacher reported that attendance on the first two days of the spring term, Thursday 4<sup>th</sup> January and Friday 5<sup>th</sup> January, was 60%, which she described as "appalling", and that that the overall attendance figure for the school was currently 92.7%, below the 95% minimum target.
- 6.6.2 The Headteacher explained that the school had part-time pupils on roll as well as one child currently abroad for medical reasons. She had met with the Attendance Improvement Officer who will provide the school with a programme to remove these pupils and so negate the impact of the low or non-attendance of these children where exceptional circumstances apply. Emma Maitland-Gray asked the Headteacher what the criteria was in order for a pupil to be "part-time", to which the Headteacher replied that part-time pupils would have significant SEN which impacted on their ability to access the curriculum in a class environment. These children are all going through the process of gaining an EHCP and have professional advice supporting this decision.
- 6.6.3 Michelle Cheetham asked if any incentives were in place to improve attendance. The Headteacher replied that termly awards were given for 100%, 99% and 98% attendance and a special one for 100% attendance for the year. There was a half-termly attendance cup and weekly attendance awards for classes have been introduced.
- 6.6.4 Michelle Cheetham asked if any incentives or sanctions were being directed at parents and the Headteacher replied that she writes individually to parents of children with poor attendance, and the Attendance Improvement Officer follows up with persistent absentees.
- 6.6.5 Michelle Cheetham asked what excuses for non-attendance were commonly given by parents, to which the Headteacher replied that the most common was that their child was suffering diarrhoea and vomiting.
- 6.6.6 Emma Maitland-Gray suggested utilising Marvellous Me in improving attendance. The Headteacher responded that while she had intended for Marvellous Me to be a tool purely for learning, she would give this further consideration.
- 6.6.7 The Headteacher explained that the school required further support from the Attendance Support Officer at Herts, as it is only they who are able to issue notices to parents.

## 7. EARLY YEARS STATUS

7.1 Carol Prior reported on the Early Years Review carried out by Herts for Learning earlier that day, 18<sup>th</sup> January 2018, at which she was present along with the Headteacher, and which had focused on:

- Development of effective tracking of progress
- Children with poor concentration skills
- Safeguarding (improved)
- Involvement of parents
- Strengthening leadership
- Assessment systems

The visit report's recommendations will be summarised for the next GB meeting along with the associated actions by the school, and details of any further planned visit by HfL.

7.2 Emma Maitland-Gray asked for an example of a method used by Herts for Learning for reviewing Early Years. Carol Prior explained that they had requested data on progress however had misread data showing progress from November-January as showing progress from September to January. They also observe in the classes and talk to staff about safeguarding, practice and procedures for assessment, and targets for individual pupils.

## 8. UPDATE ON FINANCE

8.1 The Headteacher reported that the Finance Officer from Herts was due to visit the school on Tuesday 23<sup>rd</sup> January for inputting and on Friday 26<sup>th</sup> January to give her forecast for the current financial year. The Chair stated he would attend.

8.2 The Headteacher agreed to forward all information and reports to Nick Paul.  
**ACTION: Headteacher**

## 9. UPDATE ON PREMISES

*The document 'Lighting Improvement Project' had been circulated prior to the meeting*

9.1 **Windows and Doors:** The Chair reported that he had received a proposal from an engineering contractor which was comfortably within the budget allocated by Herts, therefore the contract would be awarded to them although Three Rivers DC would also need to be involved in matters concerning design and compliance with building regulations and for full Listed Building Consent.

9.2 **Lighting:** The Chair reported that he had submitted a proposal for a cost-effective and energy efficient lighting project, which he hoped the school would be able to progressively fund over the next few years. The total cost for upgrading about 80% of the school's fluorescent lighting to LED was about £1600.

## 10. GDPR

*An information Powerpoint document on GDPR from Herts for Learning had been circulated prior to the meeting*

## **10.1 Role of Data Protection Officer**

- 10.1.1 Niall McManus warned that it was very easy for data breach to occur under the new regulations and therefore training staff was crucial to being in a position to meet the new requirements.
- 10.1.2 Niall stressed that the role of the Data Protection Officer was key, and it was more substantial than a mere “add-on” role. He added that it did not have to be a school governor and should preferably not be a member of school staff who regularly deal with personal data, due to the potential for conflicts of interest.
- 10.1.3 The Chair informed the governing body that Herts for Learning would be guiding them further on this. Meanwhile if any governor was interested in taking up the DPO role then let him know.

**10.2 Accountability:** Emma Maitland-Gray underlined the importance of the governing body demonstrating accountability for data protection, including what is recorded in the minutes of meetings.

**10.3 Agenda:** The governing body agreed that GDPR would be an item on the agenda of the next meeting, on 14<sup>th</sup> March, as the new legislation would come into effect from May.  
**ACTION: Clerk [for agenda]**

## **11. REPORTBACK ON GOVERNORS’ TRAINING AND VISITS TO THE SCHOOL**

- 11.1 **Maths visit:** Nick Paul and Jose Tamayo visited the school in their Link Governor capacities on 5<sup>th</sup> December to observe the teaching and learning of Maths.
- 11.2 **Safer Recruitment training:** Michelle Cheetham confirmed that she had completed Safer Recruitment training online.
- 11.3 **Governor training record:** The Chair reminded governors to inform him of all relevant training they had undertaken in order for him to update the governor training record spreadsheet. (Michelle Cheetham had previously offered to take over the training records role from Lisa Hartley, and will do so effective February 2018).

## **12. SAFEGUARDING UPDATE**

### **12.1 Safeguarding Working Party meeting**

- 12.1.1 The Safeguarding Working Party, consisting of Emma Maitland-Gray, Michelle Cheetham, the Headteacher and the Chair was due to next meet on Wednesday 31<sup>st</sup> January at 11.00am.

## **13. ANY OTHER BUSINESS**

- 13.1 **Governor Code of Conduct:** this had been circulated before the meeting to all governors to read. A hard copy was signed by all present.
- 13.2 **Potential governor candidate:** Michelle Cheetham agreed to contact the Chair regarding her suggestion of a candidate to potentially fill the current Co-opted or Associate Member vacancies.

**ACTION: Michelle Cheetham**

**14. TRAINING SESSION: 'AN INSPECTOR CALLS', 6.00PM – 8.00PM**

*The Chair closed the meeting at 6.00pm and governors proceeded to attend the 'An Inspector Calls' training session in the hall*

**15. DATES OF MEETINGS IN 2018**

**Spring term**

- Wednesday 14<sup>th</sup> March 2018

**Summer term**

- Wednesday 9<sup>th</sup> May 2018
- Wednesday 11<sup>th</sup> July 2018

**Agreed as an accurate record of the meeting held on 18<sup>th</sup> January 2018, on 14<sup>th</sup> March 2018**

**Signed:**